

Overview

To perform competently, you will need to demonstrate that you can operate in a range of conditions. You will need to demonstrate therefore that you can deal effectively with the following:

- 1 recorded information relating to supplier communications, warehouse and packing documentation
- 2 procedures relating to legal requirements and quality standards
- 3 problems associated with documentation, supplier codes, warehousing codes on materials, interpretation of packing records, works orders, and the reconciliation of stock
- 4 stock received from internal and/or external suppliers

This unit deals with the following:

- 1 receive printed materials
- 2 store and maintain security of printed materials
- 3 issue printed materials
- 4 reconcile printed materials

During this work you must take account of the relevant worksite operational requirements, procedures and safe working practices AS THEY APPLY TO YOU.

COGPAC12

Control printed materials

Performance criteria

You must be able to:

- P1 use the appropriate personal protective equipment (PPE)
- P2 ensure that the printed materials match the approved specification
- P3 carry out all stock activities within the store area according to the specified procedures
- P4 maintain control over the currency, receipt, subsequent locating and quantifying of printed materials
- P5 identify and correctly deal with problems
- P6 record information accurately and legibly
- P7 store all printed materials in the appropriate conditions according to the specified procedures
- P8 take active steps to maintain the security of the printed materials
- P9 record the information according to your organisation's procedures
- P10 interpret and deal correctly with requests for printed materials
- P11 maintain control over the issuing, reconciliation and storage of stock
- P12 interpret the documentation correctly and deal with it promptly
- P13 ensure that the amounts of printed materials match those recorded on manual or computer systems
- P14 maintain control over the disposal or reject printed materials

COGPAC12

Control printed materials

Knowledge and understanding

You need to know and understand:

- K1 which personnel protective equipment (PPE) is appropriate and why
- K2 the system for giving printed materials a unique identifier
- K3 the manual or computer systems for giving printed materials a unique identification
- K4 the procedures relating to receiving, identifying and quantifying printed materials
- K5 shelf life requirements for printed materials and how to check this (e.g. product identification systems)
- K6 the in-house system for finding printed materials when they have been allocated
- K7 the method of reconciling the quantity of printed materials after the transaction
- K8 the procedures for reporting problems with documentation, services, and equipment to whom the problems should be reported
- K9 which documents are to be completed and when
- K10 what information is needed
- K11 where to obtain the documents and to whom they should be given
- K12 the prescribed manner of making alterations
- K13 the specified procedures for storing printed materials
- K14 what are the optimum storage conditions
- K15 the organisation's security requirements
- K16 your level of responsibility in ensuring safe storage
- K17 to whom to report problems
- K18 how to interpret a request for printed material
- K19 the manual or computer systems used to find particular printed materials for a transaction
- K20 the correct way to issue printed materials and to whom
- K21 how to close and record the transaction
- K22 how to reconcile the amount of printed materials after the transaction
- K23 how to interpret documentation and the timetable for responding to it

COGPAC12

Control printed materials

K24 the system for finding printed materials for disposal

K25 the procedures for reconciliation and the criteria for disposal

K26 how to find and reconcile stocks

COGPAC12

Control printed materials

Developed by Cogent

Version number 1

Date approved April 2012

Indicative review date April 2017

Validity Current

Status Original

Originating organisation Cogent

Original URN COGPAC12

Relevant occupations Engineering and manufacturing technologies; Manufacturing technologies; Process, Plant and Machine Operatives; Process Operatives

Suite Packing

Key words Packing, packaging, control, printed, materials, suppliers
